

CITY OF FLAGSTAFF

PARKS AND RECREATION

211 W. Aspen Ave. ♦ Flagstaff, AZ 86001
(928) 779-7690 ♦ FAX: (928) 213-4830



SPECIAL EVENTS

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Information on specific locations including site maps, facility capacity, and use regulations may be obtained through Community Events.

SPECIAL EVENT CHECKLIST

Special event checklist is a tool to aid the applicant planning an event. Applicant may or may not need to do all steps stated below (refer to page 4 for special event level definitions). This is provided for the applicant's convenience in an effort to guide the event process in an efficient, organized and timely manner.

The applicant is responsible for obtaining all permits and providing items or services as checked on this form prior to use of the facility. Non-compliance may result in denial of use and/or revocation of permit.

- ☐ Applicant must obtain a State of Arizona, special event license to distribute/sell alcoholic beverages to the general public. A copy of the license or completed and approved application must be submitted with the Special Event Application. (Contact City Clerk for application form, 779-7685 ext. 7607).
- ☐ Applicant must provide a site plan as required by the special event application.
- ☐ Applicant must provide a certificate of insurance for commercial general liability insurance, naming the City of Flagstaff as additional insured. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of City of Flagstaff-Community Events, 211 W. Aspen Ave., Flagstaff, AZ 86001. The certificate of insurance must be submitted prior to or during submittal of your application.

\$ 1,000,000 per occurrence
\$ 1,000,000 Aggregate
\$ 1,000,000 Automobile liability (or non-owned automobile liability)
\$ 1,000,000 Liquor liability insurance

- ☐ Applicant must obtain permits to distribute/sell food to the general public. (Contact Coconino County Department of Environmental Health, 226-2710).
- ☐ Applicant must obtain a City sales tax permit/license to sell food and/or non-food items. (Contact Tax, Licensing, & Revenue Division, 779-7614).
- ☐ Applicant must obtain approval for all traffic control plans for street closure and/or pedestrian control. (Contact Traffic Engineer, 779-7651 and Arizona Department of Transportation if necessary, 779-7550).
- ☐ Applicant must arrange for police patrol or other requirements as determined by the Flagstaff Police Department. (Contact Police Department, 779-3646).
- ☐ Applicant must provide trash receptacles for refuse and/or recycling collection of solid waste materials generated by this event. Submit a copy of the contract/invoice to a Community Events Coordinator.
- ☐ Applicant must arrange for use of a fire hydrant to provide water if needed. (Contact Utilities Department, 779-7685 ext. 7637).
- ☐ Applicant must provide an adequate number of portable restrooms on the event site. (Vendors located in the phone book).
- ☐ Tents over 200 square feet and canopies over 400 square feet require a permit and inspection through the Fire Department. Applicant must show location of extinguishers on their site plan when using any sized tent or canopy. (Contact the Fire Department, 779-7685 ext. 7292 or 7293).
- ☐ Applicant must obtain an electrical (generator) permit. Submit copy of permit to the Community Events Coordinator. (Contact Community Development, 779-7631 ext. 7243 or ext. 7216).
- ☐ Applicant must schedule a pre-event walkthrough to be held no later than 1 week prior to event. Walkthroughs are conducted on Tuesday and Thursday between 12:00 p.m.-2:00 p.m. (Contact Community Events Coordinator, 779-7690).
- ☐ Applicant must pay all user fees and deposits as listed on the fee schedule.
- ☐ Applicant must notify merchants and/or residents affected by street closures no later than **14 calendar days** prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the Parks and Recreation office no less than **14 calendar days** prior to event (Contact Parks and Recreation at 779-7690).
- ☐ Applicant must provide additional requirements as necessary for their particular event.

CONTACTS

City Contacts/Special Events

Building Safety (Electrical Permits/Generators)	(928) 779-7631 ext. 7243/7216
City Clerk (Liquor License)	(928) 779-7607
Community Development (Private Property)	(928) 779-7632
Convention & Visitors Bureau	(928) 779-7611
Environmental Services (Trash/Recycling)	(928) 774-0668
Facility Maintenance (Electric)	(928) 774-5281 ext. 7347
Fire Department	(928) 779-7685 ext. 7293
Parks & Recreation Administration	(928) 779-7690
Community Events Coordinator/Parks and Recreation	(928) 779-7685 ext. 7326/7300
Parks & Recreation Park Maintenance	(928) 774-2868
Police Department	(928) 556-2211 or 556-2312
Risk Management (Insurance)	(928) 779-7685 ext. 7297
Tax & Licensing (Sales Tax Permit/License)	(928) 779-7614
Traffic Engineering (Street Closures)	(928) 779-7651
Utilities(Water Services)	(928) 779-7637
Special Event Emergency Number	(928) 607-3522

Community Contacts/Special Events

Coconino County Parks and Recreation/Fort Tuthill	(928) 774-5139
Coconino County Environmental Health Department	(928) 226-2710
Mountain Line Transit	(928) 779-6624
Blue Stake	(800) 782-5348
Arizona Department of Transportation	(928) 779-7550

GENERAL SPECIAL EVENT INFORMATION

Defining a Special Event Permit?

Do I need a special event permit for my activity? Answer the following questions to find out.

Will the event be held outdoors?	Yes	No
Will the event take place on city-owned public property (parks, streets, sidewalks, rights-of-ways, vacant land, parking lots, or similar areas)?	Yes	No
Is attendance expected to exceed 100 people (includes production personnel and participants/spectators) ?	Yes	No
Is the general public invited?	Yes	No
Will the event include entertainment, dancing, music, drama, athletics, craft booths, art displays, other event equipment, carnival rides, amusement park activities, parades, the sale or free distribution of merchandise, food, and/or alcoholic beverages?	Yes	No

If you answered yes to all of the above you will need to submit a Special Event Application in order to obtain a Use Permit.

If you answered no to all of the above you will not need to submit a Special Event Application.

If you answered yes to some of the above, please call a Community Events Coordinator to discuss your event.

***Special Event Level Definitions**

Level A	Level B	Level C
• Event will occur during a single day or multiple days.	• The event will occur during a single day or multiple days.	• Event will occur during a single day.
• Event involves street closures and detouring or stopping traffic.	• Event involves use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.	• Event will not extend beyond the park/facility area.
• Admission will be charged.	• Event is free to the public.	• Event is free to the public.
• Food will be sold and/or distributed to the general public.	• Food will be sold and/or distributed to the general public.	• There will be no food sales.
• Merchandise will be sold.	• Merchandise will be sold.	• No merchandise sales.
• There will be live entertainment.	• There will be live entertainment.	• May or may not involve live entertainment.
• Extensive use of event equipment, i.e. stage, sound system, booths, tents, fencing, barricades.	• Moderate use of event equipment, i.e. stage, PA system, chairs, tables.	• Minimal use of event equipment, i.e. PA system.
• Event requires electricity and other utilities.	• May or may not require electricity.	• May or may not require electricity.
• Alcohol will be sold and/or distributed to the general public.		

***Special Event Application Routing Process**

Level A	Level B	Level C
<i>Applications submitted after 60 Calendar Days prior to event will be charged a \$50 late fee.</i> <i>Applications <u>will not be accepted</u> 45 calendar days prior to the event.</i>	<i>Applications submitted after 30 Calendar Days prior to event will be charged a \$50 late fee.</i> <i>Applications <u>will not be accepted</u> 15 calendar days prior to the event.</i>	<i>Applications submitted after 5 Calendar Days prior to event will be charged a \$50 late fee.</i> <i>Applications <u>will not be accepted</u> 2 calendar days prior to the event.</i>
• Police	• Police	• Risk Manager
• Fire Prevention	• Fire Prevention	• Facilities Maintenance
• Traffic Engineering	• Risk Manager	• Parks Maintenance
• Building Safety	• Tax & Licensing	• Parks and Recreation Director
• Risk Manager	• Environmental Services	
• Tax, Licensing & Revenue	• Utilities	
• Environmental Services	• Facility Maintenance	
• Utilities	• Parks Maintenance	
• Facility Maintenance	• Parks and Recreation Director	
• Parks Maintenance		
• Parks and Recreation Director		

** Tables illustrated above are provided as a guideline and may vary per unique special event.*

Special Event Permit Process

STEP 1: The applicant completes a Special Event Advance Request in order to receive a tentative reservation. The proposed event is entered onto the Parks and Recreation reservation system to hold the date.

STEP 2: The applicant completes a Special Event Application including all necessary attachments and returns the completed application to the Parks and Recreation Division. The Community Events Coordinator reviews the application for completeness, accuracy, and determination of event level.

A non-refundable application fee will be charged upon submitting the special event application.

- *Level A - \$40.00*
- *Level B - \$30.00*
- *Level C - \$20.00*

STEP 3: The applicant must adhere to the following schedule to initiate a "special event application". Failure to do so will result in removal from the reservation system calendar. If received later than designated deadline a \$50.00 late fee will apply.

- *Level A: No later than 60 calendar days prior to event. Applications will not be accepted 45 calendar days prior to the event.*
- *Level B: No later than 30 calendar days prior to event. Applications will not be accepted 15 days prior to the event.*
- *Level C: No later than 5 calendar days prior to event. Applications will not be accepted 2 days prior to the event.*

If the nature of the event warrants, Parks and Recreation staff will schedule the event for an "informal review" by City staff. The applicant will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the applicant of all Department/Division special use conditions.

STEP 4: The application is routed for review by City staff.

STEP 5: City staff complete the application review. Permits requiring special consideration due to the nature of the event are reviewed based on benefit to the community and historical precedence. Special use conditions are compiled and provided to the applicant by the Parks and Recreation Office.

STEP 6: Applicant arranges for rental services and additional permits of all necessary equipment from appropriate City departments.

STEP 7: Upon meeting all requirements and payment of fees including any applicable deposits, an approved Permit is issued to the applicant.

STEP 8: The applicant schedules an "on site" walk through with Parks and Recreation staff no later than one week prior to the event to inspect the condition of City property and discuss any changes to the event plan.

STEP 9: Applicant holds event abiding by all City issued guidelines and procedures.

STEP 10: Parks and Recreation staff compiles any post event comments – copy to applicant and file. The applicant will also be apprised of denial of future events if warranted (i.e.: if significant conditions established by the City were not followed). Cost of cleaning and/or damages assessed and billed to applicant.

Permit Holder's Agreement

By affixing signature to the use permit, the permit holder(s) acknowledge and agree that they:

- a. Are aware of the non-refundable application fee.
- b. Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment.
- c. Will operate the event and use of any related equipment in a safe manner.
- d. Will maintain in force, throughout the duration of the event, liability insurance coverage.
- e. Will operate only from the areas specifically designated.
- f. Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area. Applicant will remove all equipment or items associated with the event by the end of their allotted reservation schedule.
- g. Will provide the City of Flagstaff Parks and Recreation Department all necessary deposits (i.e.: key and/or cleaning).
- h. Will provide security as warranted and be responsible for the control of spectators assembling as a result of the activity.
- i. Will be responsible for any privately owned equipment left at the facility. City of Flagstaff is not responsible for loss or damage.
- j. Will abide by all conditions of use.
- k. Will return all City issued rental equipment to appropriate location within one business day after the event in the same condition as received.
- l. Will provide access to event in accordance and compliance with American Disabilities Act standards.

Special Event Date and Location Reservation Process

Special Event Applications and/or Advanced Requests are available a maximum of one year in advance of the event. Priority consideration will be given to organizations repeating an annual community event at the same event venue.

Events held historically during the same time each year will take precedence over any other submitted event proposed for the same timeframe. The Parks and Recreation Director has the right to decline proposals for events that are located in areas of close proximity to historical or already permitted events. The Parks and Recreation Director also has the right to allow events requiring special consideration due to the nature of the event and benefit to the community. Event priorities are defined in the next section.

The use of park property shall not be granted when, as determined by the Parks and Recreation Director or a designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.

Priorities for Assigning City-Owned Facilities for Special Events

Priority 1: Events organized by the City of Flagstaff.

Priority 2: Events organized by the Flagstaff Unified School District #1.

Priority 3: Events organized by Flagstaff based non-profit organizations with proceeds providing assistance to the organizer or another Flagstaff based non-profit organization (requires proof of 501-C (3) status).

Priority 4: Events organized by private businesses, non-profit organizations not based in Flagstaff, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than those Flagstaff based non-profit organizations.

Private Property/Temporary Use Permits

Events Requiring a Temporary Use Permit

Events on **private** property may require a Temporary Use Permit issued by the Community Development Department Planning Division.

Regulations governing temporary uses located on private property can be found in the Land Development Code, 10-03, Division 10-03-004. Contact the Planning Division at (928) 779-7685 ext. 7356 for information and permit procedures.

Events NOT Requiring a Temporary Use Permit

Events on private property zoned for residential uses, which are conducted by the person, company or organization owning the property, and which do not exceed 48 hours or occur more than 4 times per year, do not require Temporary Use Permits.

This does not relieve private property owners of the need to comply with other regulations, such as the Noise Ordinance, Sales Tax Ordinance, provisions of the Zoning Ordinance, etc.

Site Plan

An illustration of the event area or route, indicating the location of equipment and specific activity areas must be submitted with the Special Event Application. Applications will not be accepted without the Site Plan. The Site Plan must include all fencing, or blockage of any area. Electrical panels and fire hydrants must be accessible from the street. Any changes to the Site Plan must immediately be communicated to the Community Events Coordinator and a new illustrated Site Plan is required.

Location of equipment and parking must be provided in the site plan. The Parks and Recreation Director or designee, has the right to adjust Site Plans in order to protect the well being of the public.

Flagstaff Fire Department Service Information

The Flagstaff Fire Department will consider and require the following items.

1. A site plan showing all locations and aspects of the event must be included with Special Event Application.
2. Tents greater than 200 square feet and canopies greater than 400 square feet require a permit from the Flagstaff Fire Department.
3. Vendors using heat, spark, or flame producing equipment shall keep same equipment well away from combustible materials and have an approved portable fire extinguisher close at hand.
4. Food preparation inside an enclosed self-contained structure, producing grease laden vapors, shall be equipped with an approved, type one, grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
5. Heating and/or cooking equipment inside of or under membrane structures will require prior location approval from the Flagstaff Fire Department and verification from the product manufacturer that the membrane material is flame retardant.
6. Compressed gas bottles/cylinders shall be stabilized to prevent tipping or falling over.
7. Extension cords shall be of the heavy duty, grounded type (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and shall only be plugged into a 3-pronged receptacle.
8. Liquid or gas fueled appliances shall be in good repair without fuel leaks or frayed electrical cords. Extra fuel shall be kept in containers approved for that use and shall not exceed 5 gallons in capacity.
9. When closing streets, Fire Lanes are required; they shall be approved and indicated on the site plan and traffic control plan. They shall be identified with signs indicating "Temporary Fire Lane – No Parking." Additionally, parking on adjacent streets shall be monitored to insure passage is not obstructed and temporary "No Parking" signs shall be installed where needed.

10. Upon review of the Special Event Application, the Fire Prevention Inspector may require that an on-site inspection take place. If so, the applicant will be notified and will then have 5 working days, prior to the event, to schedule an inspection. Make an appointment with a Fire Prevention Inspector by calling (928) 779-7688, ext. 7293 or by visiting the Fire Department Administration Office located in City Hall, 211 W. Aspen Ave.

Flagstaff Police Department Service Information

The Police Department will determine the necessity and make the final determination on whether uniformed personnel must be present at a special event.

Any event involving alcohol sales must have a copy of an approved Special Event Liquor License Application or a copy of the Special Event Liquor Permit. The approved application or a copy of the permit must accompany the Special Event Application when routed.

Special events that generally require Police Department presence are those that:

- Involve the sale and consumption of alcohol.
- Generate profit for the applicant.
- Involve other public safety risk such as parades, carnivals or other factors potentially adverse to community tranquility and peace.

Police officers assigned to work special events are generally off-duty officers working at overtime pay rates. Applicants will be billed at the full overtime rate of the individual officer(s) working the event. Applicants are reminded that officers working special events, although assigned specifically to the particular event, are employees of the City of Flagstaff, and do not work for the applicant.

Applicants should consider these factors early in the special event planning process and coordinate with the Police Department as soon as possible. The Police Department may be reached at (928) 556-2211 or (928) 556-2312 for more information.

Alcohol

An approved Special Event Liquor License application must be obtained prior to submitting a Special Event Application and is required at the time of the submission of the Parks and Recreation Special Event Application. Liquor licenses are distributed by the state but require the approval of the municipality and/or county in which the event is being proposed.

Special Event Liquor License applications are available at the City Clerk's Office located in City Hall, 211 W. Aspen Ave or contact (928) 779-7607 for additional information. After completing the application, the applicant must deliver or send the application to the Police Department for review no later than 75 days prior to the event.

The Police Department will not approve an application for a Special Event Liquor License if the application involves the closure of a street for the primary purpose of providing more square footage to the applicant for the sale and consumption of alcoholic beverages.

The recommendation of the Police Department regarding approval or denial of the license will be a final decision, not subject to appeal.

Food Booths and Vending

- a. Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed.
- b. Overnight camping within City limits unless in a designated camping site is disallowed per Land Development Code. (City Code Chapter 8-11-001-0010 Prohibited Activities)
- c. Event organizer will provide all vendors with a list of legal overnight parking/camping facilities (list available from the Community Events office)
- d. Applicants will specify the location of all proposed food booths, proposed menu items, loading and unloading locations/route and times, and the person in charge of each booth.
- e. Include location of vendors on site plan submitted with your application. Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.
- f. Applicants are responsible for obtaining County Health permits as applicable. Contact (928) 226-2769 for more information regarding County Health permits.
- g. Food vendors must be self-contained.
- h. Fire extinguishers are required per Fire Department regulations.
- i. Permit holder is responsible for the proper disposal of grease and other materials/items, and removing them completely from the site.
- j. Provide electrical amperage draws for equipment when submitting your application.
- k. Permit holder will be required to provide a list of all individuals scheduled to sell merchandise, food or other items. The information must include company name, contact person, address, phone number and current city business license number if applicable. All information is confidential and is for Tax and Licensing use only.

Noise Control

All event amplification must end by 10:00 p.m., Monday through Sunday. Park may remain open until 12:00 midnight Friday and Saturday and 10:00 p.m. Sunday through Thursday.

All events with amplification may not begin amplified entertainment until 12:00 p.m. on Sundays and 6:00 a.m. Monday through Saturday.

Event producers must be mindful of noise generated by entertainment, and equipment, and how it may affect nearby residents and businesses. Police may submit a written notice to the event producer providing recommendations to alleviate noise related complaints.

The City's Noise Ordinance Code 6-08 applies.

If event staff decides not to comply with police submissions, the Flagstaff Police Department has the authority to close an event or a portion of an event when responding to a legitimate citizen complaint. A police service fee for responding to two or more complaints (after having received a written notice) may be assessed to the event producer.

Wheeler Park

(Due to the nature of Wheeler Park being within a short proximity to residential neighborhoods, the following sound regulations apply):

- a. Speakers will be directed away from neighborhood areas by facing in either a northeast or southeast direction.
- b. Decibel levels read from the soundboard or within 100 feet of the speaker locations shall not exceed 100.
- c. Event producers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored and remain within the above guidelines.

Generator Use

All generators associated with the event must be turned off (with exception of a 'whisper-watt quiet generator approved by Community Events staff) concurrently with the event ending each evening. Event producers may supply those in need of overnight electrical use access to the City electrical pedestal or direct them to legal camping locations where generator use does not impact residential areas.

Hours of Operation

Flagstaff City Code (8-11-001-005. Use By the General Public/Hours of Use)

Permitted hours of use shall be between 5:00 a.m. and 10:00 p.m., Sunday through Thursday, and 5:00 a.m. and 12:00 midnight, Friday and Saturday, unless such person has acquired the appropriate permit from the City Parks and Recreation Division.

The above hours of operation apply for any special event held on City property.

Parking Lot Use & Closures – Wheeler Park

The City Hall north parking lot may not be fully closed to the public prior to City Hall closing hours on workdays. Half closures are allowed one workday prior to the event in order to allow safe set-up of equipment. A loading/unloading zone must be specified within the site plan.

With the exception of the allowable half closure indicated above, City Hall parking lots (west and north) may not be closed for event purposes during City Hall operating hours.

Event producers, volunteers, vendors, contracted personnel and attendees are not permitted to park in the Library parking lot.

The applicant is responsible for posting and maintaining parking lot closure notification 2 days prior to the affected date.

During City Hall non-business hours vendors should park at other locations in order to provide ample event attendee parking.

Street Use and Closures

Street closures may occur when affiliated with outdoor special events including but not limited to parades, races, competitions, displays, fairs, and festivals. The proposed street closure will be illustrated through a site plan and traffic control plan which are required with the Special Event Application. Traffic Control plans must comply with the current Manual of Uniform Traffic Control Devices and are subject to approval by the City Traffic Engineer. The applicant is responsible for providing all required barricades and traffic control signs.

All street closures must allow for fire lane access during the event.

The Police Department will determine if the special event and street closure requires uniformed personnel present at the event.

You may request a standardized parade route through historic downtown Flagstaff from the Community Events office.

The applicant must notify merchants and residents affected by the street closure no later than two weeks (14 calendar days) prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the Parks and Recreation Office no less than two weeks (14 calendar days) prior to the event.

One-way streets may not be closed in the Downtown Historic District (bordered by Humphreys Street, Route 66, San Francisco Street and Cherry Avenue and Birch Avenue east of Humphreys) except for:

1. Parades
2. Community-wide events for all ages when there are no other venues available. Other locations include any outdoor location owned by the city large enough to occupy a community-wide event. Other venue availability is determined by previously reserved activities that may conflict with a community-wide event. If there are not conflicts, other venues are preferred and will be approved for use in replacement of one-way street closures.

Two-way (both directions), single block side street full closures are permitted except for:

- Birch Avenue Closure (between Humphreys Street and Sitgreaves)
Eastbound (south) lane of Birch Avenue may be fully closed/blocked for the duration of an entire event. Westbound (north) lane will remain open to traffic.

Parades, Motorcades, Walks and Races

Detailed illustration of event routes, assembly, and disassembly areas are to be submitted with the Special Events Application. When street closures are proposed, a Traffic Control Plan must also be included.

Throwing items from parade floats is prohibited.

When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (state highways, railroad, National Forest Service, etc.) The approval must be submitted with the Special Event Application.

The applicant is responsible for cleaning the parade, motorcade, walk, or race route. Scheduling street sweepers may be required. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the event producer.

Contact the Flagstaff Police Department to discuss police escorts.

Insurance

For events and series of events occurring on City-owned property, the applicant must provide a certificate of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Flagstaff as additional insured. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the applicant. Have insurance providers address the certificate to the attention of the City of Flagstaff Parks and Recreation, and submit it with the Special Event Application. Minimum limits are as follows:

- \$ 1,000,000 per occurrence
- \$ 1,000,000 aggregate
- \$ 1,000,000 automobile liability (or non-owned automobile liability)
- \$ 1,000,000 liquor liability insurance (if applicable)

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement on the Special Event Application and Use Permit.

Banner Guidelines

Regulations governing temporary signs can be found in the Land Development Code 10-08-001-04.

Method of Banner Display

- Intent to display banners must be indicated on the Special Event Application.
- Banners may be temporarily displayed in Wheeler Park and Heritage Square at designated locations on poles provided at no charge by Parks and Recreation.
- It is the permit holder's responsibility to pick-up and return banner poles to the Park Maintenance Shop Office located at 600 N. Thorpe Rd., Monday–Friday (excluding holidays) between 7:00 a.m. and 1:30 p.m. Notify the Park Maintenance Shop Prior to pick-up or return of poles by calling (928) 774-2868. Poles must be returned to the City of Flagstaff Park Maintenance Shop Office the next business day following the event.
- Identify banner locations on the site plan. Visual markers must be attached to cords between the banner's lower corners and the pole.
- Banners **may** be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the permit holder.
- Banners **may not** be affixed to permanent structures located on the permit site such as benches, rails/fences, trees, and ramadas.
- Banners **may not** be displayed on buildings or within rights-of-way. An exception is the downtown banner program, which allows banners to be displayed on the streetlights constructed specifically to accommodate the downtown banner program (per Sign Ordinance).
- Event banners must remain within the event site.

Banner Design

- Banners affixed to the City's banner pole sleeves may not exceed 60 square feet in total area.
- Banners affixed to all other temporary fixtures may not exceed 24 square feet in total area.
- Banners may not promote products that are illegal to consume by the patrons attending the event.
- Banners with liquor references are allowed only if the special event has obtained a liquor license. In this case, display of the banners is restricted to the designated drinking area or "beer garden." The banners must face inward to the event area.
- Banner language or depictions may not be profane or obscene.

Trash & Recycling

For events and series of events occurring on City-owned property, the applicant must arrange dumpsters or container services for refuse and recycling. Complete the following steps to assure that waste will be handled efficiently and effectively at your special event.

1. Before calling to arrange trash and recycling services, answer the following questions:
 - What types of materials will be disposed of at the event?
 - Which of these materials could be recycled versus land filled?
2. Determine the following information:
 - What types of containers will work best for my event?
 - It is important that trash and recycling bins do not become overloaded, causing a litter problem. How many containers will I need to manage the waste from the event?
 - Applicants are responsible to see that all bins are emptied as needed. Determine how often the containers will need to be serviced.
 - Where will the containers be placed at the event site?
3. To ensure the best service for the event, be prepared to answer all the above questions. Call Environmental Services at (928) 774-0668, or the recycling office at (928) 779-7621 for assistance in determining trash and recycling needs.

NOTE: Event organizers are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the teardown time stated on the permit, applicants may be billed an additional service charge to be determined according to time spent cleaning the waste (see staffing costs, Park Maintenance).

Portable & Permanent Restrooms

Portable restrooms are required for any event estimating an attendance of 100 or more people. The following are Parks and Recreation staff recommendations. If no permanent restrooms are on-site and the event expects less than 100 attendees, Parks and Recreation may suggest the number of portable restrooms needed. The applicant should contact portable restroom vendors. Vendors can help refine an order to best suit the needs of the event.

No. of Attendees	No. of Hours Per Event/Day	No. of A.D.A. Accessible Restrooms	Total No. of Recommended Restrooms
100	1-5 hrs.	1	1
	5-10 hrs.	1	2
250	1-5 hrs.	1	2
	5-10 hrs.	1	3
500	1-5 hrs.	1	5
	5-10 hrs.	2	6
1,000	1-5 hrs.	4	10
	5-10 hrs.	5	12
2,000	1-5 hrs.	6	20
	5-10 hrs.	7	24

- For locations with space constraints, an option to reduce the total number of recommended restrooms is to clean and replenish five hours into the event in order to maintain appropriate health and sanitation standards.
- For multiple day events, restrooms must be cleaned at the end of each day in order to maintain health and sanitation standards.
- It is up to the event organizer to fully consider all aspects of their event (i.e. alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
- Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required (any person may use these).
- The City will charge the applicant for associated costs when City of Flagstaff provided restrooms facilities are not cleaned and restocked following use.
- Portable units may not be placed on sidewalks or grass areas.
- Portable restrooms should be removed immediately after the event or teardown time specified within the event application. Fees may apply for additional rental of space or removal of the portable restrooms.

Wheeler Park

- Portable Restrooms must be placed in the Wheeler Park Parking lot facing Aspen Avenue. Restrooms may not be placed in any portion of the Park itself.

If a City site includes permanent restrooms, it is the responsibility of the permit holder to clean and restock the restrooms during the course of the event. (Restrooms will be locked at night and opened in the morning during the event by the permit holder to prevent unauthorized use.) A Parks and Recreation representative will inspect the restrooms before and after the event to ascertain the condition of the facility. The permit holder is responsible for any damage to the restrooms.

Tents or Canopies

Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Parks and Recreation Division. If approved, the applicant must call Blue Stake (1-800-782-5348) at least five days before the event to locate utilities. The Blue Stake notice number must be provided to Community Event prior to any staking. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the permit holder. When staking is not approved tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.

Parks and Recreation Division will indicate areas approved for large tents or canopies. All tent locations and sizes must be marked on the submitted site plan. Tents over 200 square feet and canopies over 400 square feet must be flame retardant, and will require approval and inspection from the Fire Department. Attach a certificate of flame retardancy to special event application. Tent services providers will provide a copy of certificate.

Equipment Rental

Electrical equipment, banner poles, and fencing may be rented and picked up at the Parks Maintenance Shop Office located at 600 N. Thorpe Road Monday-Friday (excluding holidays) between 7:00 a.m. and 1:30 p.m. and must be returned the next business day following the event. Late fees apply after the first business day following the event. Notify the Park Maintenance Shop prior to pick-up or return of equipment by calling (928) 774-2868. The permit holder and City staff must mutually inspect and agree on the condition of the equipment prior to the event and upon return of the items. It is the responsibility of the renter to demonstrate to staff that they fully understand the safe operation of any equipment rented. Rentals are available on a first-come, first served basis. It is the responsibility of the permit holder to pay the cost to replace or repair any damaged equipment.

Electrical Information

A list of all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and an electrical site plan with the layout of extension cords and spider boxes must be submitted with the Special Event Application. For guidelines on electrical equipment setup and amperage usage, refer to the National Electric Codes (NEC's) accessible through the Community Development Department. Event amperage requirements are requested for the safety of the event and in order for the City to provide adequate equipment.

It is recommended that event producers rent City of Flagstaff electrical equipment. When the applicant provides their own electrical equipment (i.e., generator or spider boxes), electrical set-up, permits, and approval by an electrical inspector are necessary. The City's electrical inspector will inform the applicant of any additional requirements upon review of the Special Event Application and/or during the pre-event walkthrough.

Proper cords must be used (12/3 for outdoor use), all National Electric Codes must be followed, and connections must be weatherproof. Cords extending over sidewalks must meet ADA standards and be covered with Truck Tracks to prevent any tripping hazards.

Generators require an electrical permit from Project Review Section, Development Services Division (contact 779-7631, Ext. 7216 or 7243.) Inspection of generator set-up is required. Fees apply when inspection must occur during non-City Hall business hours. If an event requires multiple generators, the permit fee per generator is lowered for each additional generator (as long as the event coordinator or the hired Electrical Contractor accounts for all of the generators involved). If each vendor applies for a permit separately, each vendor will pay the full electrical permit fee and the after hour inspection if applicable. For more information on generator permit costs refer to the Fees and Charges table on page 16.

Larger generators may require a grounding stake. The location of each generator must be on the submitted site plan and approved by Parks and Recreation. Blue Stake (1-800-782-5348) may be called if a generator requires staking.

Glossary of Terms

Applicant – the individual or entity requesting a use permit.

Blockage – an obstruction within the parameters of a street closure.

Commercial Organizations– entities organized for the purpose of generating a profit to owners, partners, and/or shareholders.

Community Organizations – groups based in Flagstaff, providing services primarily to Flagstaff area residents.

Equipment Rental – the fee charged an individual/group for use of city-owned equipment.

Facility Rental – the fee charged an individual/group for exclusive (time and date) use of a facility or portion of facility. This may occur during either public hours or “after hours.”

Fee – a deliberately chosen cost to the consumer, which recovers a portion of the cost to the provider, for services, activities, facilities, etc.

General Admission – the fee charged an individual/group to access a facility during public hours.

Historical Event – an event that has occurred for two consecutive years, during the same time of year, while remaining in good standing with the City of Flagstaff (abiding by policies, procedures, fees, etc.).

Non-Profit Organizations – a formally organized group (IRS tax identified) that offers membership to individuals and/or businesses, and provides programs and services to the community (with or without fees).

Obscene-offensive to accepted standards of decency.

Organizer – the individual or entity responsible for planning, implementing, and evaluating an event, and who is responsible for funding and programmatic decisions, accountable for the outcome, and assumes liability for the event and/or use of facility.

Out of Community Organizations – groups not based in Flagstaff, providing services primarily to other than Flagstaff area residents.

Profane-To put to an improper, unworthy, or disregarding use.

Resale – the price charged an individual/group for food, beverage and/or merchandise.

Service Clubs - formally organized group (IRS tax identified) that offers membership to individuals and/or businesses and provides programs and services to the community (with or without fees).

Special Event - any scheduled **outdoor public** gathering lasting one or more days involving the use of City-owned properties, including parks, streets, sidewalks, rights-of-ways, vacant land, parking lots, and/or the like **and** where attendance can be expected to **exceed** 100 people **and** includes any combination of the following activities: amplified entertainment, dancing, music, drama, sports, athletics, craft booths, art displays, carnival rides, amusement park activities, parades, the sale or free distribution of merchandise, food, and/or alcoholic beverages, and event equipment will be brought onto facility by applicant.

Special Event Application Processing Fee – the non-refundable fee charged an individual/group to initiate the application for a permit. Additional charges, in the form of facility rental, electricity, labor, etc., are also assessed.

Sponsor – an individual, organization, or business providing financial and/or in-kind support to an applicant/organizer.

Street Closure – the act of closing a street for the use of a special event.

Support Groups – loosely organized groups that meet to discuss and assist each other with a specific topic (open to all members of the public).

Use Permit – the document provided to an individual/group that authorizes the individual/group to have exclusive (time and date) use of a facility, park or portion thereof.

Vendor – an individual, organization, or business which pays a fee to an applicant/organizer in order to participate in or be affiliated with a special event by displaying or selling commodities.